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FILED :Training

RETURN TO

Chief, General Services Office

29 January 1954

Training Officer, General Services Office

Human Resources Program

25X1 1. [redacted] of the DD/A Office telephoned 27 January 1954 to confirm that the meetings of Office heads and their deputies on the subject program will be held in Room 117 Central Building, February 1 through 5, 1954, between the hours 1430 and 1530.

25X1 2. [redacted] also confirmed that the meetings for division and staff chiefs of Offices on the subject program will be held in Room 117 Central Building, February 15 through 19, 1954 between the hours 1100 and 1200.

3. Announcements pertaining to any changes in the above schedules such as for individual conferences will be given on the day of the first meeting of each group, respectively.

[redacted] 25X1

Distribution:

25X1 [redacted]

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